Quick Reference

This outline summarizes the menu structure of **GradeBook Deluxe**. The main program options, available from either the main menu or the *Other activities* menu, are shown in bold. Some options are available only when certain settings have been made in the setup menu; these options are shown in parentheses. Items in the *Setup* menu (all starting with 5.3) also show the original settings established when the program was shipped.

1 Names: Enter or change names
- 1.1 Select existing class, or add new class
- 1.2 (Copy names from existing class)
- 1.3 Add or change names
- 1.4 Sort names alphabetically or manually
- 1.5 Print names with or without a grid

2 Grades: Enter or change grades
- 2.1 Select class
- 2.2 Enter in normal (not single-student) mode
  - 2.2.1 Select category, or add new category
  - 2.2.2 Select record, or add and name new record
  - 2.2.3 Modify record data
    - 2.2.3.1 Change description
    - 2.2.3.2 Change code
    - 2.2.3.3 Change weight (# of points for cum. pt. system)
    - 2.2.3.4 Change grading method (wt. avg. system only)
      - 2.2.3.4.1 Percent
      - 2.2.3.4.2 Letter
      - 2.2.3.4.3 Points (and set # of points)
    - 2.2.3.5 Change categories
      - 2.2.3.5.1 Change reporting period category
      - 2.2.3.5.2 Change topic category
    - 2.2.3.6 Enter the grades
    - 2.2.3.7 (Speed enter grades in order)
    - 2.2.3.8 (Enter Scantron forms)
    - 2.2.3.9 (Set default grade)
  - 2.2.4 Curve the grades
  - 2.2.5 Print the grades
- 2.3 (Enter in single-student mode)
  - 2.3.1 Select category, or select all grades
  - 2.3.2 Select student
  - 2.3.3 Enter the grades

3 Calculate: Calculate averages/totals
- 3.1 Select class
- 3.2 Select category to calculate, or select all grades
- 3.3 Calculate supporting averages/totals, if needed
  - 3.3.1 Print supporting averages?
- 3.4 Calculate the chosen average/total
  - 3.4.1 Set weights (weighted average system only)
  - 3.4.2 Print the chosen average/total?

4 Report: Print a report of grades
- 4.1 Select class
- 4.2 Select category to report, or select all grades
- 4.3 Select grade records and format for each record
- 4.4 Report on all students or selected students?
  - 4.4.1 Select students by name
  - 4.4.2 Select students by grade
    - 4.4.2.1 Choose grade record on which to base selection
    - 4.4.2.2 Specify upper & lower limit of selection range
- 4.5 Select type of report
  - 4.5.1 Class summary
  - 4.5.2 Student report
    - 4.5.2.1 Choose shared comments
    - 4.5.2.2 Choose unique comments for each student
  - 4.5.3 Strip report
  - 4.5.4 Missing grades
  - 4.5.5 Detailed report
- 4.6 Choose to print report or display it on screen
  - 4.6.1 If printing, type the heading line

5 Other: Other activities

5.1 Backup: Make a backup copy of a disk
- 5.1.1 Select slot and drive for original & new disks
- 5.1.2 New disk is formatted if needed
- 5.1.3 Disk is copied

5.2 Format: Format a data disk
- 5.2.1 Select slot and drive to format

5.3 Setup: Set up program values
- 5.3.1 Grading system
  - 5.3.1.1 Weighted average system? Yes
  - 5.3.1.2 Cumulative point system? No
  - 5.3.1.3 Maximum extra credit percent: 10
  - 5.3.1.4 Use curves? No
  - 5.3.1.5 Drop excused grades? No
  - 5.3.1.6 Letter grade setup

5.3.1.6.1	A+	97–110	98
5.3.1.6.2	A	93– 96	95
5.3.1.6.3	A–	90– 92	91
5.3.1.6.4	B+	87– 89	88
5.3.1.6.5	B	83– 86	85
5.3.1.6.6	B–	80– 82	81
5.3.1.6.7	C+	77– 79	78
5.3.1.6.8	C	73– 76	75
5.3.1.6.9	C–	70– 72	71
5.3.1.6.10	D+	67– 69	68
5.3.1.6.11	D	63– 66	65
5.3.1.6.12	D–	60– 62	61
5.3.1.6.13	E+	off	off
5.3.1.6.14	E	off	off
5.3.1.6.15	E–	off	off
5.3.1.6.16	F+	off	off
5.3.1.6.17	F	0– 59	0
5.3.1.6.18	F–	off	off

5.3.1.7 Weighted average setup

5.3.1.7.1	Missing grade equivalent:	0
5.3.1.7.2	Minimum topic average:	0
5.3.1.7.3	Minimum report pd average:	0
5.3.1.7.4	Minimum overall average:	0
5.3.1.7.5	Set weight = points?	No
5.3.1.7.6	Standard percent weight:	10
5.3.1.7.7	Standard letter weight:	10
5.3.1.7.8	Standard point weight:	10

5.3.2 Names setup

5.3.2.1	First name shown first?	Yes
5.3.2.2	Copy names?	No
5.3.2.3	ID codes:	Random
5.3.2.4	Width of grid cells:	3 chars
5.3.2.5	Height of grid cells:	1 lines
5.3.2.6	Height of grid header:	10 lines

5.3.3 Category setup

Reporting period categories:

5.3.3.2	Second Quarter	10	25%
5.3.3.3	Third Quarter	10	25%
5.3.3.4	Fourth Quarter	10	25%
5.3.3.5	Add a new category		

Topic categories:

5.3.3.1	Test	20	50%
5.3.3.2	Quiz	10	25%
5.3.3.3	Homework	10	25%
5.3.3.4	Add a new category		

5.3.4 Enter grades setup

5.3.4.1	Enter by student?	Yes
5.3.4.2	Scantron used:	None
5.3.4.3	Set default grades?	No
5.3.4.4	Speed grade entry?	No
5.3.4.5	Show letter grades?	Yes
5.3.4.6	Modify averages?	No

5.3.5 Report setup

5.3.5.1	Column spacing:	2
5.3.5.2	Decimals in converted grades:	0
5.3.5.3	Decimals in averages:	1
5.3.5.4	Class avg on student reports?	No
5.3.5.5	Grade selection	

Weighted average grade selection:

	Method	*Kind of grade*	*On?*
5.3.5.5.1	%,No crv:	Original percent grade:	On
5.3.5.5.2		Equivalent letter grade:	Off
5.3.5.5.3	%,Crv:	Original percent grade:	Off
5.3.5.5.4		Curved number grade:	On
5.3.5.5.5		Equivalent letter grade:	Off
5.3.5.5.6	Letter:	Original letter grade:	On
5.3.5.5.7		Equivalent number grade:	Off
5.3.5.5.8	Pts,No crv:	Original # of points:	Off
5.3.5.5.9		Equivalent number grade:	On
5.3.5.5.10		Equivalent letter grade:	Off
5.3.5.5.11	Pts,Crv:	Original # of points:	Off
5.3.5.5.12		Equivalent number grade:	On
5.3.5.5.13		Equivalent letter grade:	Off
5.3.5.5.14	Avg,No crv:	Original average:	On
5.3.5.5.15		Equivalent letter grade:	On
5.3.5.5.16	Avg,Crv:	Original average:	Off
5.3.5.5.17		Curved average:	On
5.3.5.5.18		Equivalent letter grade:	On

Cumulative points grade selection:

	Method	*Kind of grade*	*On?*
5.3.5.5.1	Asst:	Original # of points:	On
5.3.5.5.2		Basis (# of possible pts):	Off
5.3.5.5.3		Equivalent percent grade:	Off
5.3.5.5.4		Equivalent letter grade:	Off
5.3.5.5.5	Total:	Total # of points:	On
5.3.5.5.6		Basis (# of possible pts):	On
5.3.5.5.7		Equivalent percent grade:	Off
5.3.5.5.8		Equivalent letter grade:	Off

5.3.5.6 Comments

5.3.6 Printer setup

5.3.6.1	Length of printed page:	66 lines
5.3.6.2	Skip between pages:	12 lines
5.3.6.3	Width of page:	80 chars
5.3.6.4	Width of names:	25 chars
5.3.6.5	Initialization code:	None
5.3.6.6	Line feeds suppressed?	No
5.3.6.7	Pause after each page?	No

5.3.7 Miscellaneous setup

5.3.7.1	Maximum # of entries per class:	187
5.3.7.2	Width of columns on screen:	40
5.3.7.3	System swapping on?	No
5.3.7.4	Backup warning frequency:	10
5.3.7.5	Use password?	No

5.4 Delete: Delete grades or classes

5.4.1 Select class to delete from

5.4.2 Delete grade records or entire class?

5.4.2.1 Delete grade records

5.4.2.1.1 Select categories from which to delete

5.4.2.1.2 Select the grade records to delete

5.4.2.1.3 Confirm or cancel the deletion

5.4.2.2 Delete entire class

5.4.2.2.1 Confirm or cancel the deletion

5.5 Repair: Repair a faulty file

5.5.1 Select class to repair

5.5.2 Change, add, or delete reporting period categories

5.5.3 Change, add, or delete topic categories

5.5.4 (Convert to alternate grading system?)

5.5.5 Grade records are recovered

6 Quit: Quit the program